
JOB DESCRIPTION

Weekday Preschool Director - First Baptist Spartanburg

Summary

The Weekday Preschool Director, under the direction of the Preschool Ministry Director, is responsible for all areas of day-to-day operations of the First Baptist Weekday Preschool in accordance with DSS and DHEC regulations and FBS policies. This person will be responsible for Weekday Preschool staff, including hiring, maintaining all staff records in accordance with DSS regulations, as well as overseeing DSS training requirements for Weekday Staff. This person plays a vital role in connecting families in our preschool with the ministry of First Baptist Church.

Primary Job Responsibilities may include but are not limited to the following:

- Responsible for hiring of all Weekday Preschool teaching staff and maintaining all staff records in accordance with DSS regulations, as well as overseeing DSS training requirements for all staff. Plan and lead all staff meetings, and scheduling CPR/First aid classes for staff every 2 years.
- Maintain all personnel, student records, immunization and DSS records and updates.
- Maintain all business/financial records, including PO's, receipts, tuition invoicing, billing, and making deposits, and overseeing the Weekday accounts in conjunction with the business office.
- Keep inventory of consumable supplies and curriculum needs. Prepare purchase orders and order supplies as needed.
- Oversee the implementation of chosen Christian curricula in coordination with lead teaching staff. Preview and approve classroom calendars, lesson plans (if applicable) and materials.
- Have strong leadership and communication skills, acting as liaison with teachers and parents, and supporting teachers with assistance in meeting a child's behavior expectations when necessary. Maintain proactive communications with parents and staff in the guidance of young children in the classroom setting, including conferences as necessary.
- Plan and implement annual Fall Registration event, annual update of Parent Handbook, and update Staff Manual as needed.
- Plan, oversee, and preside over extra-curricular events, including, but not limited to, Open House, Christmas, and Spring Fair programs, 4K Graduation, and end of year activities.
- Be available and welcome opportunities to pray for, support, and offer encouragement to staff, children and families daily and as God leads.
- Best Practice modeling in the classroom with implementation of curriculum and accountability for developmentally appropriate methods for optimal development and progress.

Benefits

Major Medical BC/BS health ins., vision, LTD, Life ins. and a retirement plan that the church plans a minimum 5% and matches another 5%. Paid vacation through a PTO plan.

Additional Information

- The ideal start date will be ASAP
- The position is year-round/full time. Roughly 40 hours per week. There will be some coordination with "hours worked" with the assistant director as well.
- Education Preference: BA or MA in Early Childhood Education
- Experience in a preschool setting.
- Most importantly, a vibrant relationship with Jesus Christ.
- Love for setting an environment where children can grow developmentally.
- Love for Families
- Strong PR skills
- Strong administrative skills